

SUPERVISOR OF DEPARTMENTAL RECORDS

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible supervisory position, the primary duty of which is supervising the work of Departmental Records Clerks in processing departmental records and reports of activities. The incumbent in this position is responsible for managing the clerical functions of all divisions of the department, including records processing; directing and assigning work to subordinates; and evaluating the work performance of all Departmental Record Clerks. The Supervisor of Departmental Records performs routine duties independently, and reports to and has work reviewed by the Administrative Assistant to the Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Plans, organizes and directs the activities of the Departmental Records Clerks of the police department. Recommends management policies, goals, and objectives for the records division. Develops and makes recommendations for new office procedures when needed. Compiles information for use in developing the departmental budget, and assists in the preparation of the total departmental operating budget. Recommends the purchase of equipment and supplies, and writes specifications for new equipment to be used by clerical personnel.

Supervises the work of Departmental Records Clerks. Holds meetings with subordinates for the purpose of receiving reports and disseminating information. Assigns work schedules, and approves leave. Evaluates work performance of subordinates, and writes employee evaluation reports. Develops and provides training and technical assistance for employees involved in the records functions of the department. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Conducts corrective interviews and recommends disciplinary action to the appointing authority.

Supervises the processing of incoming mail for the department and sees that it is sorted and distributed to the proper person, section, or office. Supervises the processing of departmental records and reports, and checks them for completeness, accuracy, and conformity to established procedures. Sets up filing systems, inspects systems and facilities for maintaining records and reports, and revises such systems when necessary.

Supervises search and retrieval of information or documents from files. Keeps records on the location of material removed from files, and to whom materials were distributed. Recovers missing files. Provides for the disposal of obsolete files and records in accordance with departmental procedures.

Supervises the preparation of letters, forms, memos, statements, formal reports, or any other documents assigned to the records section. Proofreads typed material and corrects errors. Supervises transcriptions from voice machine, dictaphone, or transcriber. Composes routine correspondence in response to inquiries or requests, following departmental procedures. Maintains roster of department personnel.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and being a qualified elector of the State of Louisiana.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must present a certificate verifying the ability to type 45 words per minute (net).

Must be regular and permanent in the class of Departmental Records Clerk for at least one (1) year with the Plaquemine Police Department immediately preceding closing date for application to the board.